**Nail Technology Instructor** (PT)

Albany Technical College seeks a well-qualified, highly motivated individual to fill the position of Nail Technology Adjunct Instructor in our Cosmetology Program to provide instruction in Nail Technology for all assigned students. Under general supervision, the adjunct instructor will demonstrate the use of appropriate teaching techniques, the use of appropriate testing and grading procedures, including proper maintenance of grade books and any other appropriate record-keeping requirements, the effective use of oral and written communication skills, knowledge of current procedures and program in nail technology, and will follow approved curriculum standards and course syllabi. The Nail Technology Adjunct will monitor student use of supplies, materials, and equipment, maintain classrooms and laboratories in accordance with approved classroom and lab management plans, and observe and enforce the institution’s policies and regulations. The Nail Technology Instructor will attend meetings as required, assist with student recruitment, and any other duties as assigned.

**Minimum Qualifications:** The candidate MUST have a High School Diploma, a certificate of completion of a Nail Technology Program from an accredited private or postsecondary teaching institute \*AND\* have an active Georgia Nail Technology license in good standing. The candidate MUST have three (3) years full-time, paid work experience within the past seven (7) years in Nail Technology.

**Preferred Qualifications:** The candidate MUST have a Cosmetology Instructor License \*OR\* prior instruction of nail technology experience.

**Salary/Benefits:** This is a part-time position and does not include insurance benefits; work hours will not exceed 29 per week. Work schedule may include online or evening courses, as assigned.

**Physical Demands:** Work is typically performed in a classroom with intermittent sitting, standing or walking in various settings. The employee occasionally lifts or moves objects of a light to medium weight. The exposure to chemicals and fumes is possible in the laboratory setting.

**Application Deadline:**  The position will remain open until filled.All applications packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx> . As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. For more information regarding this position or application instructions, please contact the Human Resources Office hr@albanytech.edu. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. Albany Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed,

national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law.

***Note: Due to the volume of applications received, we are unable to personally contact each applicant.***

|  |  |  |
| --- | --- | --- |
| **Title IX Coordinator:**Kathy SkatesVice-President of Administration1704 South Slappey Blvd.Albany, GA 31701229.430.3524 | **Equal Opportunity Officer:**Lola K. EdwardsExecutive Director of Human Resources1704 South Slappey Blvd.Albany, GA 31701229.430.1702 | **Section 504 Coordinator:**Regina WattsSpecial Needs Coordinator1704 South Slappey Blvd.Albany, GA 31701229.430.2854 |

***If we are interested in scheduling an interview, a representative from our college will contact you.***